

## GOVERNOR'S OFFICE OF EMERGENCY SERVICES

Fire and Rescue Branch 3650 Schriever Avenue Mather, CA 95655 Phone (916) 845-8711 Night-Weekends: (916) 845-8911 Fax: (916) 845-8396 E-Mail: OES\_Fire@oes.ca.gov



May 19, 2008

Dear Chief,

Changes have been made to the OES Form 161, Fire Engine Status-Repair Order Worksheet. These changes have been made to more quickly process repairs and maintenance of your assigned OES engine. The following is a listing of the changes in the form that affect the assignees:

Section I line 2: Region number has been added to the form.

Section I line 13: Cause for Service has been added to provide an accurate report of repairs. Section I line 14: The words "Please give a detailed" have been added to emphasize the need for a better description of the problem. A fuller explanation will reduce the number of phone calls and emails to your personnel that our staff makes to understand the problem, its cause and the correct billing procedures.

Section I line 24: A new sentence has been added to give the correct mailing address for all invoices.

Section III line 29: the acronym FAN has replace fire #.

OES Fire and Rescue has had a significant increase in the number of unauthorized repairs being invoiced. Bulletin 18 (attached) clearly states that no repairs in excess of \$100.00 can be made without prior approval of the State of Califonia. Please have your personnel-especially personnel who deal with your fleet maintenance processes- review Bulletin 18 to help avoid costly repairs being billed back to you department.

I want to thank you again for your continued support of the Mutual Aid System. Your commitment to the State of Califonia is outstanding.

Sincerely,

KIM ZAGARIS

State Fire and Rescue Chief

KZ/cs

c: File

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